
INFORMAL INVITATION FOR BIDS
BOOKS FOR ENSURING LITERACY

INVITATION/INSTRUCTIONS Bid no. 682001-2030011301

1. Facsimile bids, subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted bid closing time and then publicly opened for furnishing the items and/or services as specified.
2. **YOUR BID SHOULD BE MADE ON THE ATTACHED FORM(S) AND RETURNED WITH THIS "INVITATION" BY FAX OR MAIL TO THE RECOVERY SCHOOL DISTRICT OFFICE of PROCUREMENT and CONTRACTS AT FAX # (504) 872-0632.**
3. Faxed alterations to bids will be considered provided they have been received in this office prior to bid closing time.
4. Any bid received after bid closing time will not be considered.
5. **ALL PRICES ARE TO BE QUOTED COMPLETE AND FOB RSD, NEW ORLEANS, LA., unless otherwise stated in specifications by the District.**
6. All prices must be firm unless otherwise stated by District.
7. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
8. Unless otherwise specified all bids shall be binding for 30 calendar days from bid closing time.
9. If unable to bid, return only cover sheet marked, "No Bid" with signature in order to remain on bidder's list.
10. Telephone inquiries may be directed to purchasing department with above bid number.

Date: March 24, 2010

BID
PLEASE FILL IN ALL BLANK SPACES

In compliance with the above invitation to bid and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within days from bid closing time to furnish any or all of the items (or sections) at the price set opposite each item (or section).

Bidder: _____ Address: _____
(Name of Firm) (Street or P.O. Box)

By: _____
(Signature) (City, State, Zip Code)

(Typed Name) Phone#: () Fax#: ()

Title: _____ Email: _____

NOTE: out of state firms that may be awarded an order as a result of this bid agree to signing a certificate stating: "I hereby certify that I have paid to the state and its political subdivisions all taxes duly assessed by the state of Louisiana and its subdivisions, including Franchise Taxes, Privilege Taxes, Sales Taxes and all other taxes for which I am liable."

CONTRARY TERMS AND CONDITIONS, GOVERNING LAW: Submittal of any terms and conditions contrary to those contained within this Invitation for Bid may cause your bid to be rejected. By signing this bid, the bidder agrees that any terms and conditions which may be included in their bid are nullified and agrees this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

AUTHORIZED SIGNATURE: In accordance with R.S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, and the bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the District.

By signing this bid, the bidder certifies compliance with the above.

AFFIRMATIVE ACTION AND ANTI-DISCRIMINATION CLAUSE: You are hereby notified that, during the performance of this contract, the successful bidder (contractor or vendor) must comply with all federal, state and local laws, including those which prohibit discrimination because of race, color, national origin, religion, sex, sexual orientation, age, disability or veteran status. See, e.g., The Civil Rights Acts of 1964, The Age Discrimination in Employment Act of 1967, The Civil Rights Act of 1968, The Education Amendment Act of 1972, The Rehabilitation Act of 1973, The Federal Energy Administration Act of 1974, The Energy Reorganization Act of 1974, The Vietnam Era Veteran's Readjustment Act of 1974, The Energy Conservation and Production Act of 1976, The Americans with Disabilities Act of 1990 and Executive Order 11246, as amended.

INFORMATION FOR BIDDERS AND GENERAL CONDITIONS - FACSIMILE BIDS

Read Carefully

1. GENERAL CONDITIONS

Bidders are required to submit their bids upon the following expressed conditions:

QUALITY: Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality measured by accepted standards of the trade, and any defects in any product may cause its rejection. WHEREVER MANUFACTURERS' TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED UNLESS OTHERWISE SPECIFIED BY THE DISTRICT. THE USE OF A BRAND NAME IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. ANY BIDDER PROPOSING EQUAL PRODUCTS SHOULD SUBMIT WITH BID COMPLETE SPECIFICATIONS AND ILLUSTRATED LITERATURE INCLUDING BROCHURES AND PICTURES DEPICTING PROPOSED EQUALS. IF POSSIBLE. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED. Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by District.

PROPOSAL: The proposal should be submitted on the forms furnished for that purpose or on exact copies thereof. In case of an error on extension, the unit price shall prevail.

DELIVERY OF BIDS: The bid should be faxed OR mailed to the Office of Procurement & Contracts, Louisiana Department of Education, RECOVERY SCHOOL DISTRICT (RSD), New Orleans, LA at (504) 872-0632, where it will be placed in a sealed envelope. The cover sheet should be marked "Proposal" with the name and number of bid, time and date of bid opening, the name and address of the bidder. The enclosed cover sheet may be used. The bid must be received in the Purchasing Office not later than the time and date as shown on Invitation, Bid and Acceptance. The District reserves the right to reject any or all bids and to waive informalities.

INTERPRETATION OF DOCUMENTS: If any bidder contemplating submitting a bid is in doubt as to the meaning of any part of the specifications, bidder may submit a written request for interpretation. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be mailed or delivered to each person receiving a set of the documents. The District will not be responsible for any other explanation of the documents.

AWARD: Award will be made to the lowest, responsible and responsive bidder, whose bid meets the requirements and criteria set forth in the Invitation for Bid.

LOUISIANA PREFERENCE: A preference will be given to materials, supplies and provisions produced, manufactured, assembled, grown or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the District.

ACCEPTANCE OF PROPOSAL: Only the issuance of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the District.

PAYMENT: Assuming there is no prompt payment discount provision, payment will be made within 45 days from receipt of products in satisfactory condition, or within 45 days from receipt of the invoice, whichever is later.

LEGISLATORS PROHIBITED: According to LSA-R.S. 42:113(D) the District is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership or other legal entity in which the legislator or his or her spouse owns an interest, except publicly traded corporations. Each bidder shall be required to disclose whether or not it falls into any of these categories on its bid proposal form.

AUDITORS: It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the District's auditors shall have the option of auditing all accounts and records of the contractor which relate to this contract.

PRICES: Unless otherwise specified by the Recovery School District in the solicitation, bid prices must be complete, including transportation prepaid by the bidder to destination and firm for acceptance for a minimum of 30 days. Bids other than F.O.B. destination may be rejected.

INCURRING COSTS: The Recovery School District (RSD) is not liable for any cost incurred for the preparation of proposals or submission of samples by the firms submitting proposals for the work requested in this bid document or request for proposals.

QUALIFICATION OF BIDDER: In determining the qualifications of a bidder, the RSD may consider a bidder's record in the performance of any contracts for similar work into which the bidder may have previously entered; and the RSD expressly reserves the right to reject the bid of such bidder if such record discloses that such bidder, in the opinion of the RSD, has not properly performed such contracts or has habitually, and without just cause, neglected the payment of bills or has otherwise disregarded their obligations to subcontractors, suppliers, state or local codes, or employees of subcontractors.

The RSD may make such investigation as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the RSD all such information and data for this purpose as the RSD may request. The RSD reserves the right to reject any bid if the evidence submitted by or the investigation of such bidder fails to satisfy the RSD that such bidder is properly qualified, or that such bidder misrepresented material facts in the bid documents.

DISQUALIFICATION OF BIDDERS: More than one proposal from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Bidder is interested. Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders and all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the prices are obviously unbalanced may be rejected. No Contract will be awarded except to competent Bidders capable of performing the class of work contemplated.

DELIVERY: The provisions of this bid relating to the time of delivery, performance and completion of the work are of the essence of this bid. Accordingly, the successful bidder shall commence work upon receipt of the signed Purchase Order unless the RSD shall authorize or direct a further delay, and shall proceed with the work diligently after receipt of the RSD's Purchase Order.

Time of delivery shall be stated as the number of calendar days following receipt of the Purchase Order by the Bidder to receipt of the goods or services by the Recovery School District.

Prices quoted must include delivery to the RSD as specified on the Purchase Order. No charges will be allowed for parking, crating, freight, express or cartage unless specifically stated and included in this bid. Time of delivery may be considered in the award.

COMPLIANCE WITH FEDERAL, STATE AND LOCAL CODES: The Bidder shall be responsible for full compliance with any Federal, State and/or Local codes, laws, regulations and standards, as applicable.

AWARD: The Recovery School District reserves the right to accept or reject any bid to best serve its interests, or to hold the bids for sixty (60) days before decision.

The RSD reserves the right to reject any and all bids (or any part thereof), to waive defects in proposals, or to accept any proposal deemed to be in its best interest.

Exceptions will be considered to the specifications provided that they are listed and fully explained on a separate page entitled "EXCEPTIONS TO SPECIFICATIONS"

Each exception will be considered as to its degree of impact and total effect on the bid. The purchaser shall determine which (if any taken) exceptions are acceptable, and this determination shall be final.

GUARANTEE: The bid shall be unconditionally guarantee for a period of six (6) months from the date of acceptance, all materials, supplies, equipment, and services; including but not limited to its workmanship, delivery and installation. If within the guarantee period there are any defects or signs of deterioration the bidder shall repair, adjust or replace the item(s) to the complete satisfaction of the District. These repairs, adjustments, or replacements are at the sole expense of the bidder and shall be made at such times that are agreeable to the Procurement Director so that it is least detrimental to instructional programs.

PERMITS: When required all licenses and permits for complying with any applicable Federal, State, and Municipal laws, codes and regulations in connection with the prosecution of the work shall be obtained by the Bidder at no additional cost to the District.

NONDISCRIMINATION IN EMPLOYMENT: The successful bidder shall agree and warrant that, in the performance of this contract, he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, sex, sexual orientation, religion, or

FACSIMILE BID NUMBER: 682001-2012021104
BID OPENING DATE: MONDAY, MARCH 29, 2010
BID OPENING TIME: 10:00 A.M.

national origin in any manner prohibited by State, Federal, Parish, or Municipal law.

VENDOR'S FORMS: The purchase/release order is the only binding document to be issued against this contract. Signing of vendors forms is not allowed.

2. GENERAL SPECIFICATIONS:

The Recovery School District, Office of Procurement and Contracting, is seeking bids/proposals for books.

Any additional prices must be defined under "REMARKS" of this bid form.

Quantities shown are estimates only and may be increased or decreased in accordance with school or department requirements. Evaluation will be based on these estimates.

Prices to remain firm for 90 days.

Questions & Inquiries Contact:

Christy Dixon
Procurement Department
504-373-6200 x 20056
Christy.dixon@rsdla.net

FACSIMILE BID NUMBER: 682001-2012021104
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 BID OPENING TIME: 10:00 A.M.

PRICE SCHEDULE

ITEM #	QTY	DESCRIPTION	UNIT PRICE EACH	TOTAL PRICE
1	3	SORT-MATCH PHONIC GAMES LIB		
2	3	WORD FAMILY MAGNETS CENTER		
3	3	WORD FAMILY FLIP BOOKS		
4	3	LAKESHORE LISTENING CENTER		
5	3	HANDS-ON SGHT-WRD CUBES SET		
6	3	HANDS ON SGHT-WRD CUBES-LVL 1		
7	3	HANDS ON SGHT-WRD CUBES-LVL 2		
8	3	HANDS ON SGHT-WRD CUBES-LVL 3		
9	3	HANDS ON SGHT-WRD CUBES-LVL 4		
10	3	CREATING SIGHT-WORD SENT CNTR		
11	3	WORD FAMILY FLIP BOOKS		
12	6	LAKESHORE SCISSORS CENTER		
13	3	LKSHR CRAYONS-STANDARD- I 2PKDZ		
14	36	LKSHR CRAYONS-STANDARD- I 2PK		
15	3	BEST-BUY CLRD PENCILS-CLSS PCK		
16	3	BEST-BUY WSHBL BRD-TIP-CLS PK		
17	3	TIC-TAC-TOE READ GAMES-CMP ST		
18	3	PHONICS TIC-TAC-TOE GAME		
19	3	WRKNG WITH WRDS TIC-TAC-TOE GM		
20	3	VOCABULARY TIC-TAC-TOE GAME		
21	3	GRAMMAR TIC-TAC-TOE GAME		
22	3	HOT DOTS PHONICS QUIZ-COMP ST		
23	3	READING READINESS QUIZ CARDS		
24	3	CONSONANTS QUIZ CARDS		
25	3	VOWELS QUIZ CARDS		
26	3	BLENDS AND DIGRAPHS QUIZ CARDS		

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27	3	WORD FAMILIES QUIZ CARDS		
28	3	VARIANT VOWLS N MORE QUIZ CRDS		
29	3	PHONICS WORD BUILDER MAG KIT		
30	3	MAKE-A-MATCH PHONICS GM-SET		
31	3	RHYMING SOUNDS MAKE-A-MATCH GM		
32	3	BEGINNING SOUNDS MKE-A-MTCH GM		
33	3	MIDDLE SOUNDS MAKE-A-MATCH GME		
34	3	ENDING SOUNDS MAKE-A-MATCH GME		
35	3	LAKESHORE LISTENING CENTER		
36	6	LAKESHORE SCISSORS CENTER		
37	3	LKSHR CRAYONS-STANDARD- 12PKDZ		
38	36	LKSHR CRAYONS-STANDARD-12PK		
39	3	BEST-BUY CLRD PENCILS-CLSS PCK		
40	3	BEST-BUY WSHBL BRD-TIP-CLS PK		
41	3	LAKESHORE LISTENING CENTER		
			TOTAL	

*Paper editions for all titles if available.

NOTE: SUBMISSION OF FALSE DELIVERY DATES MY RESULT IN VENOR DEBARMENT.

DELIVERY TO BE COMPLETED WITHIN _____ DAYS AFTER RECEIPT OF ORDER.

Remarks:

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PROPOSAL FOR FACSIMILE BID FOR THE RECOVERY SCHOOL DISTRICT

NEW ORLEANS, LOUISIANA

PHONE # (504) 373 - 6200 ext. 20056

FAX # (504) 872 - 0632

PROPOSAL FOR: BOOKS FOR ENSURING LITERACY
DUE DATE: MONDAY, MARCH 29, 2010 AT 10:00 A.M.
FACSIMILE BID NUMBER: 682001-2012021104

THIS BID IS FROM:

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Fax#: _____

Email: _____

CONFIDENTIAL
TO BE PLACED IN SEALED ENVELOPE UPON RECEIPT

FACSIMILE BID NUMBER: 682001-2012021104
BID OPENING DATE: MONDAY, MARCH 29, 2010
BID OPENING TIME: 10:00 A.M.

IMPORTANT MAILING INSTRUCTIONS:

MAIL OR DELIVER TO: RECOVERY SCHOOL DISTRICT
PROCUREMENT & CONTRACTS
1641 POLAND, ROOM 5B
NEW ORLEANS, LA. 70117

MARK ENVELOPE: "BOOKS FOR ENSURING LITERACY"
BIDS TO BE OPENED: MONDAY, MARCH 29, 2010 AT 10:00 A.M.